

<b>UNIFORM HAZARDOUS WASTE MANIFEST</b>		1 Generator's US EPA ID No.		Manifest Document No.		2. Page 1 of		Information in the shaded areas is not required by Federal law						
3. Generator's Name and Mailing Address						A. State Manifest Document Number								
						B. State Generator's ID								
4. Generator's Phone ( )														
5. Transporter 1 Company Name				6. US EPA ID Number		C. State Transporter's ID								
						D. Transporter's Phone								
7. Transporter 2 Company Name				8. US EPA ID Number		E. State Transporter's ID								
						F. Transporter's Phone								
9. Designated Facility Name and Site Address				10. US EPA ID Number		G. State Facility's ID								
						H. Facility's Phone								
11. US DOT Description (Including Proper Shipping Name, Hazard Class, and ID Number)						12. Containers No. Type		13. Total Quantity		14. Unit Wt/Vol		I. Waste No.		
<b>G E N E R A T O R</b>	a.													
	b.													
	c.													
	d.													
J. Additional Descriptions for Materials Listed Above						K. Handling Codes for Wastes Listed Above								
15. Special Handling Instructions and Additional Information														
<p><b>16. GENERATOR'S CERTIFICATION:</b> I hereby declare that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and are in all respects in proper condition for transport by highway according to applicable international and national government regulations.</p> <p>If I am a large quantity generator, I certify that I have a program in place to reduce the volume and toxicity of waste generated to the degree I have determined to be economically practicable and that I have selected the practicable method of treatment, storage, or disposal currently available to me which minimizes the present and future threat to human health and the environment; <b>OR</b>, if I am a small quantity generator, I have made a good faith effort to minimize my waste generation and select the best waste management method that is available to me and that I can afford.</p>														
Printed/Typed Name						Signature						Month Day Year		
<b>T R A N S P O R T E R</b>	17. Transporter 1 Acknowledgement of Receipt of Materials													
	Printed/Typed Name						Signature						Month Day Year	
	18. Transporter 2 Acknowledgement of Receipt of Materials													
	Printed/Typed Name						Signature						Month Day Year	
<b>F A C I L I T Y</b>	19. Discrepancy Indication Space													
	20. Facility Owner or Operator: Certification of receipt of hazardous materials covered by this manifest except as noted in item 19.													
Printed/Typed Name						Signature						Month Day Year		

## Uniform Hazardous Waste Manifest Form Instructions

- Item 1. Enter the generator's U.S. EPA twelve-digit identification number and the unique five-digit number assigned to this manifest by the generator.
- Item 2. Enter the total number of pages used to complete manifest.
- Item 3. Enter the name and mailing address of the generator.
- Item 4. Enter a telephone number where an authorized agent of the generator may be reached in the event of an emergency.
- Item 5. Enter the company name of the first transporter.
- Item 6. Enter the U.S. EPA twelve-digit identification number of the first transporter.
- Item 7. Enter the company name of the second transporter, if appropriate.
- Item 8. Enter the U.S. EPA twelve-digit identification number of the second transporter.
- Item 9. Enter the company name and site address of the facility designated to receive the waste listed on the manifest.
- Item 10. Enter the U.S. EPA twelve-digit identification number of the designated facility.
- Item 11. Enter the U.S. DOT Proper Shipping Name, Hazard Class, and ID Number for each waste as identified in 49 CFR 172.101.
- Item 12. Enter the number of containers for each waste and the appropriate abbreviation from Table I (below) for the type of container.

### Table I

DM = Metal drums, barrels, kegs

DW = Wooden drums, barrels, kegs

DF = Fiberboard or plastic barrels, kegs

TP = Tanks (portable)

TT = Cargo tanks (tank trucks)

TC = Tank cars

DT = Dump truck

CY = Cylinders

CM = Metal boxes, cartons, cases (including roll-offs)

CW = Wooden boxes, cartons, cases

CF = Fiber or plastic boxes, cartons, cases

BA = Burlap, cloth, paper or plastic bags

- Item 13. Enter the total quantity of waste described on each line.

Item 14. Enter the appropriate abbreviation from Table II (below) for the unit of measure.

### **Table II**

G = Gallons (liquids only)

P = Pounds

T = Tons (2,000 pounds)

Y = Cubic Yards

L = Liters (liquids only)

K = Kilograms

M = Metric Tons (1,000 kilograms)

N = Cubic Meters

Item 15. Enter any special handling instructions and additional information, if appropriate.

Item 16. The generator must print his name, sign his name (by hand), and date the certification statement.

Item 17. The (first) transporter must print his name, sign his name (by hand), and date the manifest.

Item 18. If a second transporter is used, the second transporter must print his name, sign his name (by hand), and date the manifest.

Item 19. This section is to be used by the designated facility to enter any discrepancies between the shipment and the information provided on the manifest.

Item 20. The designated facility owner or operator must print his name, sign his name (by hand), and enter the date of receipt of the waste.

### ***Manifest Forms Distribution***

After completing the required manifest forms, sign the manifest and have the transporter sign the manifest. Retain the copy marked "generator copy". This must be kept by the generator awaiting the return of the signed original from the designated facility. Send one copy to appropriate state hazardous waste agency, if required. The remaining copies are given to the transporter to accompany the shipment.

The "original" manifest (first sheet) must be returned to the generator, signed by a representative of the designated. This insures that the disposal site received and accepted the hazardous waste. The "original" signed by the disposal site should be attached to the "generator copy."

### ***Exception Reporting***

If the signed original of the manifest is not received from the disposal site within 35 calendar days of the shipment date, the generator must contact the disposal site to request a copy of the signed manifest immediately. If the signed original, or a copy, has not been received within 45 days after the shipment, an Exception Report must be submitted to the Kansas Department of Health and Environment (KDHE). This Exception Report must document all efforts taken to locate the hazardous waste shipment and the results of these efforts. Document all correspondence and telephone conversations.

## ***RECORD RETENTION***

U.S. EPA and Kansas regulations require that copies of the manifest signed by the disposal site must be retained for three years.

## ***PERIODIC REPORTS***

U.S. EPA and Kansas regulations require any EPA generator who ships hazardous waste off-site to submit a biennial report. The reporting forms are sent to the generator by the Kansas Department of Health and Environment (KDHE). If you do not receive the forms, it is your responsibility to obtain the forms, complete and submit the report if applicable.